



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND EUROPE**  
**UNITED STATES ARMY GARRISON MANNHEIM**  
**UNIT 29901**  
**APO AE 09086**

IMEU-MAN-PW

MAY 30 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Mannheim Command Policy # 33, Building Coordinator

1. PURPOSE: To ensure accountability and supervisory responsibility for all real property facilities under direct control of the United States Army Garrison Mannheim (USAG-M).
2. REFERENCES: AR 405-45, Real Property Inventory Management, 30 June 2000.
3. APPLICABILITY: This policy applies to all Soldiers, Civilians and Local National employees assigned to and working in the USAG-M. The proponent for this policy is the USAG-M Director of Public Works (DPW).
4. RESPONSIBILITIES:
  - a. Garrison Commander or Deputy to the Garrison Commander: Appoint in writing a building coordinator for each facility listed on enclosure and direct the appointee to sign for the building using AE Form 3530 (Real Property Inventory and Condition Report).
  - b. Building Coordinator: Is appointed in writing and required to sign for the real property listed in enclosure using AE Form 3530.
    - (1) Comply with all garrison policies with regard to facility management.
    - (2) Responsible for the overall well-being of the facility.
    - (3) Conduct routine inspections and escort the garrison commander, deputy to the garrison commander or command sergeant major to buildings as requested.
    - (4) Continuously monitor and take necessary and appropriate action to ensure the outside premises of the assigned real property up to 50 feet from the exterior building line are kept clean, neat, free of trash, paper, debris, glass, plastic, cigarette butts, etc.
    - (5) Organize and execute spring and fall cleanup campaigns in accordance with published Garrison guidance.
    - (6) Establish a signature card at the DPW Self Help office for the purpose of drawing tools and supplies.

(7) Request employees in buildings to support and participate in executing periodic and directed exterior building cleanup work as other duties as assigned.

(8) Ensure employees are equipped with proper tools and supplies and are not engaged in activities that will result in injury or violate safety regulations.

(9) Delegate in writing assistant building coordinator who will act during the absence of the primary building coordinator and train the alternate to assume duties when the primary coordinator is on leave.

(10) Serve as important liaison between occupants of the building and other garrison agencies who rely on building coordinators to notify building occupants of events that may affect them, e.g. planned utility outages, road closing, maintenance and construction, fire drills, etc.

(11) Conduct daily inspection of the exterior and interior premises of the assigned building to check for suspicious packages and report to the MPs accordingly.

(12) Prepare and submit work orders to the installation coordinator office.

(13) Report conditions that impair the safety and functionality of the facility immediately to the DPW.

(14) Disseminate pertinent construction and maintenance information to building occupants.

(15) Assist the DPW with ongoing work by helping to coordinate scheduling of repair and maintenance work.

(16) Ensure building occupants are aware of and comply with energy and water conservation and recycling programs and comply with USAGM Policy 36, Off-Post Solid Waste Disposal. Conduct periodic inspections to ensure occupants are recycling their trash and conserving energy and water. Bring matters to the attention of the DPW as necessary.

(17) Track building keys and electronic access cards.

(18) Update space-utilization report and assist in annual building inspections by the DPW.

(19) Report emergencies occurring in the building by calling DSN 115.

(20) Obtain approval from DPW before altering/modifying real property or before removing or relocating real property installed equipment

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(21) When absent or otherwise not available: Keep copy of AE Form 3530 on file for further inventories and transfers. Report to the DPW if no longer available and recommend replacement.

c. DPW Master Planning Division:

(1) Prepare building coordinator appointment memos for GC signature.

(2) Prepare AE Form 3530 for signature. Establish a database of all appointed building coordinators on the garrison share drive.

(3) Maintain all records and conduct quarterly review and update of data base.

(4) Prepare necessary paperwork upon change of building coordinator (AE Form 3530) and request the release of the responsibility from the garrison commander.

(5) Receive original of AE Form 3530 and maintain a file for all real property facilities within the USAG Mannheim.

5. POC is Michael Junk, Chief, Master Planning Division, DSN 381-7555.

Encl

  
JEFFREY FLETCHER  
LTC, AG  
Commanding

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USAG-M Directorates & Garrison Staff